



Muscogee (Creek) Nation
Human Resource Management Services

Employee Requisition

PO BOX 580
OKMULGEE, OK 74447
Telephone (918) 732-7827
Toll-Free (800) 482-1979
Fax (918) 756-2284

Submitted Date 01/28/2015	Employee Requisition Number ER-15126	JOB OPPORTUNITY	
Title/Position: CASE WORKER			
Pay Grade SG 11	Salary Range \$35,859-46,820	Classification Full Time	
Department: CHILDREN FAMILY & SERVICES	Location: Okmulgee	Location Code: 93	FT/PT 1-Full Time

COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.
MUSCOGEE (CREEK) AND INDIAN PREFERENCE.

General Summary:	<p>Under the supervision of the Children & Family Services Administration Director, the Tribal Juvenile Justice Officer will provide 24 hour response to situations of Juvenile Delinquency on restricted land, placement into a juvenile detention facility, conduct case management services, and supervision of adjudicated delinquent juveniles, to assure compliance with court ordered dispositions. The TJJ Officer will also be responsible for: evaluating complaints against juveniles to determine whether to initiate prevention services on the complaint or to initiate court action, to conduct an assessment of juvenile and family needs in order to develop and implement plans for treatment, develop treatment plans to comply with court orders; monitoring juvenile and family progress through face to face home visits, school visits, other out of home visits and contact with other human service agencies providing services to the family; as well as, providing transitional and post-release supervision and support services to facilitate community re-entry and continuing treatment needs.</p> <p>KNOWLEDGE, SKILLS AND ABILITIES / COMPETENCIES: Considerable knowledge of adolescent development, family, group, and juvenile delinquency dynamics and intervention techniques. Thorough knowledge of a wide range of behavioral, socioeconomic, and psychosocial problems and their treatment. Knowledge of juvenile laws, statutory guidelines, procedures, requirements, social agencies and community resources relevant to the program and client needs. Skill in establishing rapport with juveniles and families and dysfunction and psychosocial, behavioral, and psychological aspects of juvenile's problems. Skilled in crisis intervention and the application of counseling techniques and principles. Ability to establish and maintain effective working relationships with juveniles and families, as well as civic, legal, and social organizations, school and court personnel. Ability to impartially analyze information and communicate clearly, plan and effectively manage work load.</p>
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Principal Duties and Responsibilities:	<ol style="list-style-type: none"> 1. Provide 24 hour response to situations of Juvenile Delinquency 2. Work in coordination with Lighthorse Police, or other city or county law enforcement agencies when necessary. 3. Determine appropriate interventions for families, including referral to preventative services or placement into a juvenile detention center. 4. Supervision of adjudicated delinquent juveniles. 5. Conduct case management services. 6. Assessment of juvenile and family needs. 7. Develop and implement plans for treatment 8. Monitor juvenile and family progress. 9. Provide transitional and post release supervision and support services to facilitate community re-entry and continuing treatment needs. 10. Assist families in locating and determining appropriate resources and services. 11. Maintain regular contact with children and families by conducting home, school and work visits when necessary. 12. Complete investigative reports and provide to the Attorney General. 13. Attend tribal and state court hearings and provide testimony when necessary. 14. Provide written reports. 15. Maintain efficient management of cases and case files. 16. Complete weekly, monthly, quarterly and/or annual statistical and/or narrative reports. 17. Maintain confidentiality of CFSA programs and caseloads. 18. Participate in CFSA, ICW & TJJ staff meetings. 19. Participate in multi-disciplinary team meetings and other meetings when required. 20. Attend trainings, workshops, or other educational programs. 21. Perform other duties as assigned.
Minimum Requirements:	<ol style="list-style-type: none"> 1. Minimum Requirements – Bachelor's Degree in Criminal Justice, Social Work or other relevant human service field, Three (3) years experience working with children, parents and/or families.
Preferred Requirements:	<ol style="list-style-type: none"> 2. Preferred Requirements – Master's Degree in Criminal Justice, Social Work or other relevant human service field, three (3) years experience working with children, parents, and/or families and one (1) year of experience conducting interviews/investigations.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	

Competencies:



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Customer Service:	Responds promptly to customer needs.
Interpersonal Skills:	Maintains confidentiality; Keeps emotions under control.
Oral Communication:	Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
Written Communication:	Writes clearly and informatively; Able to read and interpret written information.
Teamwork:	Balances team and individual responsibilities.
Visionary Leadership:	Inspires respect and trust.
Ethics:	Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
Organizational Support:	Follows policies and procedures; Supports organization's goals and values.
Quality:	Demonstrates accuracy and thoroughness.
Quantity:	Completes work in timely manner.
Safety and Security:	Observes safety and security procedures.
Attendance/Punctuality:	Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
Dependability:	Follows instructions, responds to management direction.

Physical Demands:

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move: ☐ Up to 50 lbs. ☐ Up to 100 lbs. ☐ Over 100 lbs.
☐ Physical Exam Required

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

☐ Fumes or airborne particles ☐ Outside weather conditions ☐ Toxic or caustic chemicals
☐ Risk of electrical shock ☐ Vibration ☐ Loud Noise

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Public Relations:

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.